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17 MAY 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Non-Standard Workweek--Central
Reference Service

REFERENCES : a. Memo for ExDir-Compt fr D/Pers dtd
21 Dec 71, Subject: Non-Standard Work
Schedules
b. Memo for DD/S fr D/Pers dtd 8 Feb 72,
same subject
c. Memo for DD/S fr D/CRS dtd 24 Apr 72,
same subject

1. A recommendation for your approval is contained in paragraph 6.

2. The Director of the Central Reference Service has requested approval of a change in the irregular work schedule for CRS Computer Operators which was approved by the Acting Deputy Director for Support on 7 March 1972 (reference b).

3. As indicated in reference c, certain deficiencies were found in the previous irregular work schedule, e.g., unchanging workdays and a short break of eight hours between evening shift and day shift. Therefore, CRS has designed a new schedule which gives each man a minimum of 12 hours rest and provides for four-man teams even on weekends.

4. The previous irregular work schedule provided one workweek of three 12-hour days and another workweek of three 12-hour days and one 8-hour Sunday within each 80-hour pay period. This new schedule provides a similar schedule of 12-hour workdays, but the 8-hour day may be any day in either week. Sunday would normally be a 12-hour day. Thus this new schedule would require the payment of Sunday premium pay for 12 hours rather than 8 hours as under the preceding schedule. Such payment is consistent with reference a.

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5. I believe that the new schedule is an improvement over the original proposal since it gives each man a minimum of 12 hours rest and provides for four-man teams. The Director of CRS has requested retroactive approval of this schedule. I concur in this request since the work has been performed in accordance with the requirements of reference a.

6. It is recommended that you approve this new schedule to be effective 2 April 1972 as requested.

STATINTL

Harry B. Fisher
Director of Personnel

CONCUR:

STATINTL

H. C. Eisenbeiss
Director, Central Reference Service

17 May 72
Date

STATINTL

Thomas B. Yale
Director of Finance

18 May 72
Date

STATINTL

The recommendation contained in paragraph 6 is approved:

John W. Coffey
Deputy Director for Support

20 May 72
Date

Distribution:

Orig - Return to D/Pers
2 - DD/S
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